

County Of Solano
Community Healthcare Board

REGULAR GOVERNING BOARD MEETING MINUTES

July 17, 2019

2101 Courage Drive, Fairfield, Ca 94533, Multipurpose Room

Members Present:

Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton, Sandra Whaley, Brandon Wirth, Jim Jones

Members Absent:

Carl Holmes, John Diaz

Staff Present:

Bela Matyas, Santos Vera, Janine Harris, Andrew Obando, Noelle Soto, Amanda Meadows, Alicia Jones, Michael Shorter, Sumeera Arshad, Aznir Darbinian, Jack Nasser, Charlynn Askim, Ericka Saielli, Michele Leary, Teresa Shinder, Cheryl Esters, Patrick Stasio

Guest:

Natalia Sejbuk

1) CALL TO ORDER- 12:00PM

- a) Welcome
- b) Roll Call

2) Approval Of The Agenda

- a. Move motion to approve agenda

Motion by Brandon Wirth, second by Mike Brown

Aye: Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton, Sandra Whaley, Brandon Wirth, Jim Jones

Nay: 0

Motion Carries

3) Approval Of The June 19, 2019 Meeting Minutes

- a. Move motion to approve the June 19, 2019 Meeting Minutes with amendments for accuracy. Under section 9.F change John Diaz to Jim Jones and Tracee Stacy name has no E in Stacy.

Motion by Jim Jones, second by Tracee Stacy

Aye: Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton, Sandra Whaley, Brandon Wirth, Jim Jones

Nay: 0

Motion Carries

4) Items From The Public

None

5) Executive Directors Report

- a. Discussion: Tracee Stacy suggested Santos Vera has his own agenda topic to report, serving as the Health Services Administrator. Bela Matyas advises that the ED report is a collaboration from all administrative staff. No extra item is needed to add to the agenda.
- b. Bela Matyas introduce Azniv Darbinian, County Counsel, per the board members request to have a county counsel to attend the meetings for guidance.
- c. Bela Matyas states the county budgets were passed. Within the budget clinic positions were approved. Clinic Physician Supervisor was added. Dr. Leary is serving as the Interim Chief Medical Officer (CMO), requirement will be created to fill this position. Overall this will allow for 3 Clinic Physician Supervisors, along with the CMO. Also added HSS Planning Analyst, 3 Medical Assistants, 2 Registered Dental Assistant, 1 Dentist. Bela suggested starting after the OSV proactive input from the board members for budgets and positions.
 - i. Tracee Stacy expresses the board was not shown the expansion and ideas of the budgets. Tracee wants more involvement regarding knowledge of the budget to prepare for questions asked by HRSA. Bela advises a budget digest will be presented to the board on the next meeting and asked that the board provides feedback on the format to ensure it makes sense. Budget updated every meeting, Bela asks the board to think about what they would want to know ongoing starting with the new fiscal year.
 - ii. Bela discusses different revenues brought in by the clinics. 85-90 % covered by patient visit, 2 million in HRSA grant, HIV Ryan White Funds/ Adapt Funds, Sierra Foundation-MAT. Clinic also offer public health services, TB control, HIV treatment, HEP C treatment public health realignment, this covers cost and residual cost not meet by clinics. Mike Brown has requested the last budget be sent to the board members for review to get familiar with the terms. Tracee Stacy asked if FHS is opening a methadone clinic. Bela advises that with these grants this allows FHS patients to be seen within the clinic. This is still within scope of primary care. He advises that some patients are seen for diabetes while others can be seen for MAT care.
 - iii. Realignment Dollars- consistent in the budget – there is no deficit in the clinics. Tracee Stacy ask for “common language”:

ACTION: Andrew Obando to provide the Board Members with last year budget information before the next board meeting.

- iv. Bela introduces Jack Nasser, Health Services Manager SR. Ericka Saielli, Health Services Manager for the Adult & Pediatrics for Fairfield clinic. Also, Shawn Brundidge, Health Services Manager, is pending background check for Vallejo clinic.

6) Operations Committee's Reports

- a. Provider Advisory- Presented by Dr. Leary- Still pending documentation of Touro to supervisors the mid-levels. Dr. Fienberg to work on getting it on Touro's agenda.
 - i. Bela adds- FHS is not satisfied with the support of Behavioral Health to our patients. Behavioral Health Medical Director to work with Dr. Leary to asset the needs. FHS will come back to the board to assist in a plan.
- b. Finance Committee- Presented by Janine Harris. Connie Pettersen out, Janine to speak on the Revenue Cycle. Unbillable encounters and bad debt percentages, down to 2. Michael Shorter, accountant, will assist with Janine. Update on the next finance committee, finance members are closing out the books, July meeting will be cancelled and moving August meeting to middle of the month.
 - i. Confusion of meeting updates were discussed. Suggestion by Bela is to have the meetings updated on the Website vs the calendar invites for the board members. Santos Vera also advise that the members decide who attends the meetings.

ACTION: Andrew to update the committee meetings on the website for board members to be correct, current meetings. Also, to notify the members monthly regarding the committee meetings.

- c. Quality Performance Committee- Presented by Dr. Shinder & Dr. Leary, co-chairs of the committee. Teams are building up, next meeting schedule for week of July 22. GFA, has been very involved with building up the QI plan, focusing on measures.
 - i. Dr. Shinder speaks for pediatrics. Improvement on nutrition and exercising measures from 6% to 24%. Every month increase on immunization and well child check rates. More outreach to the community, notified by phone & mail. Dr. Fuller to conduct Kindergarten Round Up (KRP). Both Vallejo (August 10th) & Fairfield (August 14th) clinics will hold KRP. Next focus is to conduct depression screens, working with mental health.
 - ii. Dr. Leary speaks for the adults. Depression screening to be done for adults. Along with the screening, hemoglobin and diabetes control. In the QI Plan there is a Plan Do Study Act (PDSA).
- d. HRSA OSV- Presented by Santos. Partnered with GFA, to help with components and elements. Update this morning, minor hiccups to work out. These will be given to GFA for review. OSV will be held September 10th-12th. Training will be provided to the board members by GFA. OSV will walk through Fairfield adult, pediatrics, and dental locations. CAO has asked to join the OSV initial meeting with the HRSA representatives. Everyone is encouraged to attend the entrance & exit interviews. Next goal for the organization is to get accreditation from the joint commission.

7) New Business

- a. Approve board members travel and attendance to California Primary Care Associations' Annual Conference in San Diego CA scheduled from Oct 17-18, 2019
 - i. Discussion-Santos states that 2 board members were selected for the National Conference, with pending Anthony Lofton's attendance. Two upcoming conferences National Conference (August in Chicago) and State Conference for FQHC (October in San Diego). Mike Brown & Anthony Lofton to go to the State Conference, other board members are encouraged to attend. Suggestion for the future conferences- Board select who go to what conference in the beginning of the year.
 - ii. Move motion for Mike Brown, Anthony Lofton, Ruth Forney, Tracee Stacy, & Brandon Wirth (only registration is needed for Brandon-he will be in San Diego already) to attend California Primary Care Associations' Annual Conference in San Diego CA scheduled from Oct 17-18, 2019.

Motion by Mike Brown, second by Anthony Lofton

Aye: Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton, Sandra Whaley, Brandon Wirth, Jim Jones

Nay: 0

Motion Carries

- b. Review and approve the Solano County Family Health Services Quality Assurance/Quality Improvement Plan 2019.
 - i. Motion to move and approve Solano County Family Health Services Quality Assurance/Quality Improvement Plan 2019.

Motion by Tracee Stacey, second by Anthony Lofton

Aye: Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton, Sandra Whaley, Brandon Wirth, Jim Jones

Nay: 0

Motion Carries

- c. Review and approve Family Health Services Policies: #300.02- Medical Emergencies.
 - i. Discussion- Tracee Stacy asked if this is a revised or new policy. Dr. Leary informs that there were other policies regarding emergencies, and this policy will allow to put everything together for medical emergencies.
 - ii. Motion to move and approve Family Health Services Policies: #300.02- Medical Emergencies.

Motion by Tracee Stacey, second by Sandra Whaley

Aye: Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton, Sandra Whaley, Brandon Wirth, Jim Jones

Nay: 0

Motion Carries

- d. Review current patient origin by ZIP code and approve service site locations, and the hours of operation of those service sites; and approve scope adjustment to HRSA Form 5B: Services.
 - i. Discussion- current list of zip codes are not part of Solano County and some zip codes within Solano County are missing. Hours of operation- 355 Tuolumne was added as a service delivery site for administration work. Primary care services and dental services as separate sites of care-although they are under the same operation site. Tracee Stacy ask why the hours of care are different for each location. Counsel advises 330 agency “needs” of the area, Vallejo availability for later hours and not so much for Fairfield.
 - ii. Motion to move the approval with correct times the hours of operation.

Motion by Tracee Stacey, second by Sandra Whaley
 Aye: Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton, Sandra Whaley, Brandon Wirth, Jim Jones
 Nay: 0
 Motion Carries
- e. Discuss monthly budget updates and budget development for Fiscal Year 2020-21
 - i. Discussion-Bela wants to provide the board with formats that work for them for monthly budgets. Fiscal year 20-21. Bela wants the board members to have more involvement for input.

8) Board Member Comments

- a. Tracee Stacy attended the Suicide Prevention Committee Meeting. Wellness center grant consider monthly or frequency Medical & Dental mobile units at the event. Bela suggested the board needs to approve to use the van for spending money without revenue for the medical mobile units. Dr. Shinder advised that students need parent signatures.
- b. Ruth Forney-when HRSA visit that management and high position are constantly changing. Ruth wanted it to be known the amount of changes are embarrassing and moving forward to stick with what we have with no more changes.
- c. Ruth Forney- John Diaz has resigned. Tracee Stacy suggest there needs to be a process for onboarding and resignation. There is potential for more patients to join the board.

9) Considerations For Future Agenda Items

- a. For onboarding new members, give them information regarding the expectations of becoming a board member.
- b. Ruth Forney -trainings for new members.

- c. County Counsel advises- if trainings are occurring then it must be agenized. Suggestion to amend the agenda to add the workshop. Tracee Stacy asked for clarification of adding agenda items to vote on. County Counsel advised the workshop is not an action item its an education workshop. Move at the beginning of the agenda, you can vote on it if it is at the beginning. Recommended to avoid because it questions the integrity of the board members

- i. . Move to amend the agenda to include the workshop

Motion by Tracee Stacey, second by Sandra Whaley

Aye: Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton, Sandra Whaley, Brandon Wirth, Jim Jones

Nay: 0

Motion Carries

10) Adjourn

HANDOUTS:

- **June 19, 2019 meeting minutes**
- **California Primary Care Associations' Annual Conference in San Diego CA scheduled from Oct 17-18, 2019**
- **Solano County Family Health Services Quality Assurance/Quality Improvement Plan 2019**
- **Current patient origin by ZIP code, and the hours of operation of those service sites**